

SENSITIVE

Manl-ID: MAOPP1 MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 1

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 02-21-2007 BY 60324 AUC BAW/CPB/STP

## SECTION 17. RESIGNATIONS

### 17-1 RESIGNATIONS

#### 17-1.1 Notice of Resignation

Employees should give reasonable period of advance notice. FBIHQ approval need not be secured for an employee to cease active duty for purpose of resigning, even though employee will cease duty on same day resignation is submitted. (For resignations submitted during personnel action inquiries, refer to Part I, Section 13-12 of this manual.)

#### 17-1.2 Manner of Submission

Each employee who resigns must do so in writing and the reason for resignation must be documented on the Standard Form (SF) 52. When an employee is leaving the FBI to accept employment without a break in service in another federal agency, the personnel action processed is a Termination-Appt In (agency) rather than a resignation.

(1) The following procedures will be followed when an employee RESIGNS their employment with the FBI:

- (a) The employee will send an e-mail or provide a written notice stating the effective date and the reason for resignation to his/her supervisor with a copy to the head of division.
- (b) When the employee resigns orally, he/she is also required to provide written confirmation. The person who received the oral resignation shall request an e-mail or written notice from the employee. If this is not provided, the person who received the oral resignation must document this in writing.
- (c) The head of division is responsible for sending the request for resignation to the Staffing Unit, Administrative Services Division. The request must be accompanied by an FD-193, Report of Exit and Separation, or FD-193a, Report of Exit and Separation for Temporary Employment.
- (d) The Staffing Unit representative will prepare and input the SF-52 into the Bureau Personnel Management System and then process the personnel action.

(2) The following procedures will be followed when an employee leaves the FBI to TRANSFER to another federal agency:

- (a) The employee will send an e-mail or provide a written notice with the pertinent information (name of agency, effective date, etc.) to his/her supervisor with a copy to the head of division.
- (b) The head of division is responsible for sending the separation notice to the Staffing Unit, Administrative Services Division. The notice must be accompanied by an FD-193, Report of Exit and Separation, or FD-193a, Report of Exit and Separation for Temporary Employment.
- (c) The Staffing Unit representative will prepare and input the SF-52 into the Bureau Personnel Management System and then process the personnel action.

SENSITIVE

SENSITIVE

Manl-ID: MAOPPI MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 1

---

### **17-1.3 Deleted**

### **17-1.4 Effective Dates of Resignations and Payment for Unused Leave**

#### **17-1.4.1 Routine Resignations**

Resignations are normally effective at the close of business on the day the employee ceases active duty, and the employee is paid a lump-sum payment for unused annual leave.

#### **17-1.4.2 Other Types of Resignations**

- (1) For details on employees entering military service, see Part I, Section 10 of this manual.
- (2) An employee resigning for maternity purposes is generally paid for accrued sick leave for the period of incapacitation and the resignation will become effective upon expiration of accrued sick leave. In order for the employee to be paid for sick leave, a medical certificate must be furnished certifying as to her inability to continue working after the date she will cease active duty, and the date of expected delivery. This certificate must be submitted with the employee's letter of resignation. Employee is paid a lump-sum for any unused annual leave in the year of separation.
- (3) For an employee resigning to accept a position at another Federal agency, the resignation is normally effective on the date the employee ceases active duty. Annual and sick leave are transferred to the hiring agency upon request of that agency, provided that agency is subject to the same Annual and Sick Leave Act as the FBI. If this is not the case, the employee will normally be paid for accrued annual leave and forfeit sick leave.

### **17-1.5 Withdrawal of Resignation**

Once a resignation is submitted, it may be withdrawn or revoked up until the time it becomes effective, unless a sound administrative reason exists for not permitting the withdrawal, in which case the matter should be coordinated with the Administrative Services Division. If a submitted resignation is later withdrawn, FBIHQ should be notified on a timely basis.

### **17-1.6 Final Payment for Salary and Lump-Sum Leave Payment**

Separated employees receive payment for any workdays worked during the pay period in which resignation becomes effective on regular payday for that pay period. If employees are carried on the rolls until expiration of sick leave, their final payment is sent to their bank. Lump-sum leave payments are included in employee's final salary payment. Where any restored leave is not used before separation and if separation occurs before the specified time limit for use, the employee will receive a lump-sum payment for unused restored leave. Restored annual leave included in a lump-sum payment is not subject to refund of the lump-sum payment and may not be reccredited if the employee is reemployed prior to the expiration of the lump-sum period.

### **17-1.7 Return of Government Property (See MIOG, Part 2, 12-1.3, 12-3.)**

Upon resignation, separation, or suspension, SAC shall collect all Government property which has been issued to the employee.

SENSITIVE

SENSITIVE

Manl-ID: MAOPP1 MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 1

---

**17-1.7.1 Field Procedures (See MAOP, Part 1, 17-1.7.4, Part 2, 6-10.2(3); MIOG, Part 2, 12-1.3, 12-3, 12-5.)**

In the field, the Bureau Personnel Management System, Issued Personal Property Subsystem and the Property Management Application are to be reviewed for property assigned to an employee prior to completing Form FD-367 and submitting to FBIHQ with appropriate property. In addition, all division manual and automated records are to be reviewed for property assigned to employees before separating from the Bureau. Any property that consists of credentials (Agent and non-Agent) and badges is to be packed separately from any other item and forwarded to FBIHQ, Attention: Property Procurement and Management Section, Property Management Unit (PMU), by registered mail. All telephone calling cards must be forwarded to FBIHQ, Attention: Operations Section, Telecommunications Services Unit, Information Resources Division, by registered mail. Legal Handbooks for Special Agents are to be packed separately and forwarded to FBIHQ, Attention: Manuals Desk. Upon resignation, any field personnel files, including subfiles, should be retained in the field office for 120 days after employment has terminated, and then destroyed. FBI identification cards, U.S. government licenses, and FBI Employee Handbooks should be disposed of by each field division. Each field division must notify the PMU by submitting an FD-367 for any of the above property. Firearms and Ballistic Protective Undergarments (BPU) are to be packed separately and forwarded to FBI Academy, Room 110, DN Building, Quantico, Virginia, 22135, by registered mail, along with a copy of the FD-367. A notation must be made on the original FD-367 that the firearm and BPU have been forwarded directly to Quantico under separate cover.

**17-1.7.2 Manuals (See MAOP, Part 2, 6-10.2 (4).)**

Manuals that are returned to the Manuals Desk, FBIHQ, must have Form FD-474 attached to each manual returned.

**17-1.7.3 FBIRA Membership Cards**

Current FBIRA membership cards of employees who are leaving service shall be secured from employees in every instance and shall be destroyed by SAC. Advise FBIHQ of destruction in communication reporting property return. If employee was not a member of FBIRA, such fact should be reported in communication or on return property receipt.

**17-1.7.4 Support Employee Identification Cards**

Upon resignation of support employee, FBI identification card should be secured and destroyed in field and Bureau advised.

**17-1.7.5 FBIHQ Procedures**

At FBIHQ, all badges, credentials and identification badges should be secured and forwarded to the PMU, PPMS, FD with a signed FD-281. Telephone calling cards are to be forwarded to Telecommunications Services Unit, Operations Section, Information Resources Division, along with a signed FD-281. All weapons are to be forwarded to the FBI Academy, Room 110, DN Building, Quantico, Virginia, by registered mail, along with a copy of the FD-367 and a signed FD-281.

SENSITIVE

SENSITIVE

Manl-ID: MAOPPI MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 1

---

**17-1.7.6 JEH Building Access Cards**

Security access badges issued to employees for access to the JEH Building should be returned to the Protective Security Unit, Security Division, Room 1358, with a signed FD-281.

**17-1.8 Return of Employee and Family to Continental United States Following Separation from Duty (See Legal Attache Manual, Part 1, 5-8.)**

Employees returning to the Continental United States from service abroad for separation purposes, including retirement, must begin travel and transportation of household goods no later than six months from the date of the employee's separation, unless delayed travel is authorized. To qualify for return travel and transportation expenses, the employee must have completed the agreed-upon period of service abroad. Employees hired locally are not eligible for return travel and transportation expenses.

(1) Employees requesting separation travel must submit a written request to the Travel Advance and Payment Unit (TAPU), Accounting Section, Room 1396, to exercise their entitlement to this benefit. If the employee does not exercise his/her entitlement to separation travel within six months of his/her separation date, the employee will be considered to have waived his/her entitlement to return travel and transportation expenses.

(2) If additional time is required to complete separation travel, the employee must submit a written request to the TAPU, Room 1396, not later than 30 days from the end of the six-month period, setting forth the circumstances that have precluded him/her from completing separation travel and the length of time needed to complete the travel. Reasons for delay may include, but are not limited to, children's completion of school year, unable to sell current residence (must document efforts), serious illness or death of an immediate family member, Act of God.

(a) Requests for delayed travel because of outside employment will not be approved.

(b) When delayed travel is authorized, all travel and transportation (including delivery of household goods) must be completed no later than two years from the date of the employee's separation.

(3) The following relocation benefits are reimbursable in connection with separation travel: one-way travel, transportation of household goods, and shipment of one privately owned vehicle, if shipped abroad, to his/her actual place of residence in the United States.

(a) Travel and transportation of household goods may be authorized to an alternate destination, provided the government's cost does not exceed the cost that would have been paid for travel and transportation to the employee's actual residence when assigned abroad. Any additional cost resulting from travel and transportation of household goods to an alternate destination must be borne by the separating employee.

SENSITIVE

SENSITIVE

Manl-ID: MAOPP1 MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 1

---

## **17-2 EMPLOYEES LEAVING SERVICE**

**17-2.1 Deleted** (See *Security Policy Manual* at [http://rmd.fbinet.fbi/ppu/manuals-desk/manuals\\_published\\_in\\_new\\_format.htm](http://rmd.fbinet.fbi/ppu/manuals-desk/manuals_published_in_new_format.htm))

### **17-2.2 Employees Departing on Absence for Maternity Reasons**

FD-309 is to be used to record exit interview, and it should be submitted to FBIHQ immediately following interview. The following points should be followed:

- (1) Furnish employee with FD-462 at the same time the FD-309 is executed. FD-462 explains maternity benefits available to employee.
- (2) Submit an administrative performance rating only if there has been a substantial change in employee's work performance since last rating. If there is no substantial change, merely so state on FD-309. If absence for maternity reasons extends to the end of the regularly scheduled rating period, an annual performance rating must be submitted at that time.
- (3) Employees who resign for maternity reasons, rather than going on absence for maternity reasons, should be handled as described in 17-2.1 above.

### **17-2.3 Employees Leaving for Military Service**

See Part I, Section 10-5 of this manual for interview of employee leaving for military service.

SENSITIVE